

85-0144/2

25 January 1985

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Deputy Director of Central Intelligence  
SUBJECT: Configuration Management  
REFERENCE: Memo for DDCI frm DDA, dtd 18 Dec. 84, Same Subject

1. The referenced memorandum (Attachment A) contains a proposal to place the Headquarters facility under a form of configuration management. This proposal has been approved and I have directed that it be implemented in accordance with the proposal and its attached draft Headquarters Regulation. Accordingly, you are hereby appointed Vice Chairman, Headquarters Management Group (HMG).

2. Attachment B is a copy of the Configuration Management Plan. This plan provides a detailed outline of the scope of the program, as well as the functions and responsibilities of the HMG. The Executive Committee will be briefed on the details of the program at the first opportunity.

3. Successful implementation of a program of this nature will not occur overnight and will require cooperation and education. However, there are a variety of critical issues affecting the facility, its current and future support systems, as well as space allocation which must be resolved. The discipline imposed by configuration management will support the coordinated resolution of these issues. I look to the HMG to play a central role in this process.

[Redacted Signature Box]  
JOHN N. McMANON  
[Redacted Box]

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Attachments:  
A. Reference  
B. Configuration Management Plan

OL-10005-85

OL/HOME/O&MB

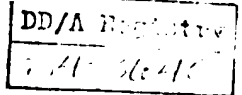
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ATTACHMENT  
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18 DEC 1984

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Configuration Management

1. The forthcoming consolidation of the Agency's Washington metropolitan area personnel and technical assets at Langley has highlighted the need for a controlled means to manage the facility housing those assets. The problem has been studied and a plan has been developed to place the facility, its electrical and mechanical systems, data and communications grids and centers, as well as space allocation under a form of formal configuration management. The Executive Committee will be briefed on the details of this program in the near future.

2. As proposed, configuration management will function in a manner similar to that adopted by the Directorate of Science and Technology and used elsewhere in the government and in the private sector. Critical systems will be identified and placed under control. Changes affecting those systems will be subject to a review and approval process. A configuration management secretariat established within the Office of Logistics will be responsible for administration, and one of two boards will approve changes prior to implementation.

3. Attached is a draft regulation implementing this program. The regulation describes the boards, their membership, and responsibilities. The regulation also lists the systems to be placed under configuration management.

4. Additional resource requirements will be modest and essentially involve realignment and centralizing existing efforts. Some contract support may be needed during the initial implementation period.

5. Unless otherwise directed, we are prepared to initiate this program shortly after the first of the year.

OL-10283-84

**SUBJECT: Configuration Management**

Implementation will be in phases as systems are brought under control. Full implementation is anticipated by December 1985.

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Harry E. Fitzwater

**Attachment**

cc: D/OC  
D/OCP

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